

Parent Handbook Guidance

A parent handbook helps parents to understand the child care service you provide and guides expectations for both you and the parent. Some policies and procedures are developed as requirements of child care regulations and some may be developed that are unique to your program. A parent handbook is written to describe your program, philosophy, policies, and all the practical details that go into operating a high-quality program. Your parent handbook should outline clear and consistent policies and procedures to ensure families are aware of the expectations.

THINGS YOU MAY WANT TO INCLUDE IN YOUR PARENT HANDBOOK:

- Philosophy
- Communication
- Child's Records
- Mandated Reporter
- Supervision
- Discipline Policy
- Hours and Vacation Time
- Fees & Payment
- Termination
- Authorized Pick-up and Drop-off
- Transportation
- Emergency and Unusual Occurrences Procedures
- Illness and Medication Administration
- Supplies and Personal Belongings
- Activity/Curriculum
- Schedule
- Meals
- Nap/Rest Time
- Holiday, Birthday and Celebrations
- Dress Code
- Changes to Policies

SCHEDULE

- What will a typical day in your care look like for a child?
- How will you educate parents that a daily schedule should be predictable, yet flexible?
- How will you help children learn the schedule and move from one activity to another?

MEALS

- Will you provide formula or baby food?
 - If parents bring their own will they receive a reduction in fees?
- Will you use the Child and Adult Care Food Program (CACFP)? How will you educate parents about the program?
- How will you honor special diet restrictions?
- How will you handle allergies?
 - Will you require a doctor's note?
 - Where will you display known allergies so all staff are aware of them?

NAP/REST TIME

- Can children bring their own items to use at nap time?
- How will you communicate KDHE regulations around nap time?
- How will you share safe sleep guidance with parents of infants?
- How will you educate parents that children are not required to sleep but encouraged to rest their bodies?

HOLIDAYS, BIRTHDAYS & CELEBRATIONS

- What holidays will your program observe?
 - How will holidays be observed?

- How will you work with families that do not observe holidays or do not want their child to be part of certain celebrations?
- How will you handle outside-of-child care party invitations?
- Can parents bring in outside food or drink for celebrations?
 - What time of the day will celebrations occur?
 - How far in advance do you want parents to communicate?
 - Do food items need to be pre-packaged or can they be homemade?
 - What kinds of food are appropriate? How will you communicate about choking hazards, high sugar, and food allergies?

DRESS CODE

- Will you have a dress code?
- Can children wear open-toed shoes? Flip-Flops?
- Are shoes worn indoors?
- Do infants have to wear shoes?

CHANGES TO POLICIES

- How often will you review or update your policies?
- How will you communicate policy changes to parents?
- How will you document that parents were made aware of policy changes?

Contact the KCCTO office for more information.

We are here to support you!

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